

External Audit Review Oversight Committee Minutes
June 20, 2017 – 5:30 P.M.

The meeting was called to order at 5:30 p.m. by David Frohling in Room 4C – Fourth Floor of the Administration Building.

Members present: David Frohling, Russell Kottke, Mary Bobholz, and Stephanie Justmann.

Also present were: James Mielke, County Administrator, Monica Hooper Fiscal and Support Services Division Manager, Finance Director Julie Kolp, Human Services and Health Board Director Becky Bell, and County Board Supervisors Donna Maly and MaryAnn Miller.

Frohling certified that public notice was given for this meeting and complies with the requirements of Wisconsin's open meetings law.

There was no public comment.

A motion was made by Bobholz and seconded by Justmann to approve the minutes of the March 21, 2017 meeting as presented. The motion carried.

Frohling called upon Monica Hooper who distributed a new Baker Tilly Operational Review chart dated 6/20/17. Ms. Hooper reviewed the chart with the committee drawing attention to the following:

- Page 1, item 2 – Clinical Services Billing. Ms. Hooper stated all bills are being sent electronically.
- Page 2, item 4 – Net smart was on site March 1, 2017 and this item is almost complete.
- Page 2, item 5 – Work is still progressing on this item.
- Page 3, item 8 – Ms. Hooper will create a policy and procedure for this item.
- Page 3, item 10 – Ms. Hooper stated a new employee will be starting on June 26, 2017 and it is hoped she will be able to help with the billing.
- Page 4, item 2 – No further action has been taken. Staff will work with County Administrator on the budget.
- Page 5, item 5 – Ms. Hooper explained she has worked with the Finance Department to create individualized reports for other Human Services division managers. She is working with the other division managers in learning how to read budget reports.
- Page 7, item 2 – Ms. Hooper reports cross training is on-going and is going well.
- Page 9, items 2 & 3 – Human Services staffed worked with Finance staff to learn how to create invoices and apply cash to the invoices.
- Page 9, item 4 – The new Fiscal Support Supervisor starting June 26, 2017 will help with this item.

Next suggested meeting is scheduled for Tuesday, September 19, 2017, at 5:30 p.m. in meeting room 4C, fourth floor of the Dodge County Administration Building.

With no further business on the agenda, Chair Frohling declared the meeting adjourned at 6:07 p.m.

Russell Kottke, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.